



**STATE OF MONTANA
MONTANA DEPARTMENT OF TRANSPORTATION
JOB PROFILE**

☐

Update

☐

Formal Review

Date Submitted _____

SECTION I - Identification

Working Title:

Planner
(Data Management & Analysis Series)

Department:

Transportation

Job Code Number:

193536

Division & Bureau:

Rail, Transit & Planning Division
Project Analysis

Job Code Title:

Planner

Section & Unit:

N/A

Pay Band:

5

Work Address:

2960 Prospect Avenue
Helena, MT 59601

Position Number:

26057

Phone:

☐

FLSA Exempt

☒

FLSA Non-Exempt

☐

Non-Union

☐

MPEA

☐

Blue Collar

Profile Completed By: Paul Johnson

Work Phone:

Work Unit Mission Statement or Functional Description:

The Montana Department of Transportation's (MDT) mission is to serve the public by providing a transportation system and services that emphasize quality, safety, cost effectiveness, economic vitality and sensitivity to the environment.

The principal goals of the Rail, Transit and Planning Division are to develop and implement a long-range multimodal construction program that addresses Montana's most important statewide transportation needs and to support the development and safety of Montana's multimodal transportation system. These dual goals are addressed through the complex interaction and interrelationship of the Data and Statistics, Planning & Policy Analysis, Highway Traffic Safety, Environmental, and Multimodal Programs Bureaus, as well as the Project Analysis Unit.

Project Analysis, within the Transportation Planning Division, is responsible for development and implementation of the Statewide Transportation Improvement Program in accordance with the requirements of Section 135 of 23 USC (United States Code). Project Analysis is also responsible for analyzing the needs of Montana's transportation network, recommending transportation projects to be initiated, preparing and updating the multi-year Statewide Transportation Improvement Program to comply with state and federal law, coordinating with metropolitan planning organizations and local governments, and addressing the Department's strategic initiatives.

Describe the Job's Overall Purpose:

This position is responsible for the development, design, implementation and maintenance of information systems used to track and report on various elements of Montana's transportation network. Additionally, the Planner position is responsible for preparing specialized statistical and informational reports in support of Montana's statewide transportation planning functions. Further, the Planner position is responsible for assuring linkage between traffic data elements and asset management systems utilized as part of the Performance Programming (P3) Process. Lastly, the Planner position will be responsible for managing the data, processes and procedures necessary to maintain MDT's Congestion Management (CoMS) System and the Project History File database.

<i>SECTION II - Major Duties or Responsibilities</i>	<i>% of Time</i>
---	-------------------------

Planner II – Band 5 Level 1

A. <u>Planning System Management & Analysis</u>	70%
--	------------

1. Compiles data from a number of resources to perform analysis. Coordinates data collection from other offices and ensures requested information received meets expectations for given project/program.
2. Manages data inputs for components of MDT's asset management program. Responsible for collecting, formatting and reporting on data elements relating to asset conditions on Montana's transportation network.
3. Provides quality control through analysis and review of data from initial collection all the way through to report preparation. Manages the data collected, understands planning concepts and provides technical support.
4. Accesses traffic, roadway and GIS data from numerous MDT sources. Participates in quality control efforts to ensure that this data meets the needs of the various asset management systems – as well as the Rail, Transit and Planning Division.
5. Manages Planning Division database containing historic project information. Continually provides updates to the database as construction projects are completed. Prepares reports in response to data inquiries from MDT staff and others. Ensures the integrity of the database by performing quality control on data elements.
6. Performs data reconciliation as projects change to ensure accuracy. If discrepancies are found, position collaborates with appropriate stakeholders to maintain data integrity.

B. Transportation Planning Services 25%

1. Prepares asset management program materials and documents. Coordinates data analysis efforts to assist in developing the decision making process for project planning. Conducts quality control reviews of traffic and roadway data elements to ensure the integrity of the asset management systems.
2. Provides additional assistance with asset management activities as directed by the Project Analysis Manager.

C. Other Duties As Assigned 5%

Performs technical, administrative and other work as assigned by direct supervisor and/or Division Administrator.

Planner III – Band 5 Level 2

To be eligible for Planner III, the employee/applicant must possess the following minimum competencies, education and experience, and must be able perform all Planner II duties and responsibilities described in this job profile.

A. Planning System Management & Analysis 70%

1. Oversees a management system for MDT's asset management program. Responsible for planning, developing, managing and updating the data, processes and procedures necessary to perform asset management analysis relating to congestion conditions on Montana's transportation network.
2. Performs network level, as well as project specific, scenario analysis to ensure that congestion issues are identified on the Interstate, NHS, Primary, Secondary and State Highway systems. Identifies critical areas to be incorporated into corridor studies, future projects and/or existing projects.
3. Regularly reviews data elements, performs scenario analysis and makes updates based on requests for information and/or scenarios such as funding changes, environmental issues or legislative requests. Must understand the impact between the information collected and its relation to the decision making process. Serves as technical expert for developing processes to achieve the best end results.
4. Provides summary reports for inclusion in annual asset management program presentations. Performs "what-if" scenario analysis to determine the effect of increased traffic (vs. planned construction work) on future congestion conditions. Provides congestion indices (Level-of-Service values) for the Interstate, NHS, Primary and Secondary systems – statewide and by district – for inclusion in presentations to MDT staff and management, FHWA and the Transportation Commission.
5. Monitors federal rules, regulations and reporting trends regarding Congestion Management. Understands the relationship and effects of external system changes to internal Transportation Planning management systems. Actively tracks modifications to the Highway Capacity Manual and recommends operational changes in response to directives from FHWA (and other federal entities).

B. Transportation Planning Services 25%

1. Prepares management system condition report annually. Produces hard copy version of report every other year for distribution to MDT staff, Division Administrators and the Director's Office. Additionally, provides a listing of congested route segments (for all systems) to Planning Division as part of annual project nomination process.
2. Provides transportation system information (primarily relating to congestion) to the Data & Statistics Bureau (every other year) for inclusion in the Needs Study.
3. Participates in review of asset management program materials and documents. Assists in the interpretation of outputs from asset management systems.
4. Provides additional assistance with asset management activities as directed by the Project Analysis Manager.

C. Other Duties As Assigned 5%

Performs technical, administrative and other work as assigned by direct supervisor and/or Division Administrator.

The following duties and/or specific tasks listed under section II above are considered "essential functions" because they require specialized expertise and skill and are the primary reasons the job exists (they must be performed by this position with or without accommodations):

The following duties are considered essential functions because they require specialized expertise and skill and are the primary reason the job exists:

Duty A: Planning System Management & Analysis

Duty B: Transportation Planning Services

Duty C: Other Duties As Assigned

The following mental and physical demands are associated with these essential functions:

PHYSICAL

- Light lifting (less than 10 lbs.)
- Carry light items (papers, books, small parts)
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Occasional travel within the state and out of state travel by airline for national conferences and meetings.
- Operating a personal computer
- Communicate in writing, in person and over the phone

MENTAL

- Ability to multi-task
- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines
- Complex mathematics including statistical analysis
- Comparing data

- Compiling, Analyzing, and Synthesizing information,
- Interpreting and analyzing complex laws and regulations and evaluating how to integrate the requirements into the Department's programs and processes.
- Coordinating, Negotiating, Instructing
- Decision Making that affects public health and safety

Does this position supervise others? ☐ Yes ☒ No

Attach an Organizational Chart.

SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.

Critical knowledge and skills required for this position:

KNOWLEDGE:

The position requires knowledge of the theories, principles, methods, and techniques of transportation planning, associated mathematical and statistical analysis, and computer and physical sciences. Because this position is involved at the project level, it requires knowledge of transportation project development, design, construction, maintenance processes, and engineering principles. This includes knowledge of state and federal processes; professional research and analytical methods; statistical evaluation; federal and state transportation laws and regulations; field inventory and data management techniques; federal transportation program structure; the basic principles of highway engineering and the structure and responsibilities of the divisions and field offices of the Montana Department of Transportation, as well as project planning and management.

SKILLS:

The position requires skills in project/program management, developing specialized research methods and analytical processes; developing and administering a variety of projects and functions; planning, organizing, and directing policy and program analysis activities; applying analysis and judgment in arriving at solutions to difficult research problems; written and verbal communication, facilitation, and negotiation with diverse audiences; establishing and maintaining effective working relationships; and promoting consensus and cooperation among multiple and often competing interests and objectives; synthesizing complex information in the development and application of professional theories and innovative solutions, and developing and administering specialized programs.

Behaviors required to perform these duties:

See MDT Core Behaviors

Education:

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- | | |
|---|--|
| <input type="checkbox"/> No education required | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input type="checkbox"/> High school diploma or equivalent | <input checked="" type="checkbox"/> Related Bachelor's Degree |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree |

Please specify the acceptable fields of study:

Preferred is a four year degree in Engineering, Computer Information Systems, Planning or Statistics.

Acceptable: BA/BS in the following areas: Geology, Geography, Computer Science, Business, Economics, Education, Public Administration, Mathematics, Finance, Accounting, Social or Physical Science, Land Use Planning, or Resource Management.

Experience:

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- | | |
|--|--|
| <input checked="" type="checkbox"/> No prior experience required | <input type="checkbox"/> 3 years |
| <input type="checkbox"/> 1 year | <input type="checkbox"/> 4 years |
| <input type="checkbox"/> 2 years | <input type="checkbox"/> 5 or more years |

Other specific experience (optional):

Preferred is one (1) year of work-related experience.

Alternative Qualifications:

This agency will accept alternative methods of obtaining necessary qualifications.

☒ Yes ☐ No

Alternative qualifications include:

Other combinations of education and related experience may be considered.

SECTION IV – Other Important Job Information

- | | |
|--|--|
| <input type="checkbox"/> Fingerprint check | <input checked="" type="checkbox"/> Valid driver's license |
| <input type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe |

Other information including working conditions such as shifts, lifting requirements, travel or hours.

Employee:

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____